

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
Gateway Readiness report V3.2	Simplified the document to include only one policies and procedures section	03/01/2025
EPA Kit v3.2	Updated the amplification on page 12 in line with the release of the new Worker Protection (Amendments of Equality Act) Act'	03/01/2025
Think About- Professional discussion underpinned by a portfolio of evidence v3	Guidance on employer/training provider representation at assessment method updated in line with the assessment plan.	04/03/2025
Apprentice Journey Guide v2.0	Guidance on employer/training provider representation at assessment method updated in line with the assessment plan. Assessment method timing updated. ST number added to the title. Highfield logo updated.	13/03/2025
EPA Kit v3.3	Updated the wording in the 'Portfolio of evidence' and 'Assessing the professional discussion underpinned by a portfolio of evidence' sections to stipulate that apprentices must have access to their portfolio of evidence during the professional discussion. Front cover and Highfield logo updated. Guidance on English and maths requirements updated in line with the funding rules.	22/04/2025

EPA Kit v3.4	Amplification updated to better support learners and rearranged to match the KSB/criteria order. Information regarding the Apprenti-kit added to page 3. English and maths on page 6 changed to level 1. WP1, WP2, WP3 and WP4 updated on page 11 and 12 to align with the assessment plan.	16/10/2025
Mock Assessment Materials – Observation of Practice with Questions v3.2	Highfield logo updated. Assessment criteria tables reformatted. KSB mapping added for each assessment criteria.	16/10/2025
Mock Assessment Materials – Professional Discussion Underpinned by a Portfolio of Evidence v3.2	Highfield logo updated. Assessment criteria tables reformatted. KSB mapping added for each assessment criteria.	16/10/2025
Portfolio Matrix v3.3	Highfield logo updated. Distinction criteria italicised.	16/10/2025
Reflection Template v2.2	Document reformatted.	16/10/2025
Observation Template v2.3	Document reformatted. Highfield logo updated.	16/10/2025
Apprenticeship Journey Guide v1.3	Guidance on English and maths requirements updated in line with the funding rules.	16/10/2025

Think About - Observation of Practice with Questions v2.1	Document reformatted. Assessment criteria added to table.	16/10/2025
Think About - Professional Discussion Underpinned by a Portfolio of Evidence v3.1	Document reformatted. Assessment criteria added to table.	16/10/2025
Fact Sheet	Guidance on English and maths requirements updated in line with the funding rules. ST and version numbers added to the title. Document reformatted. Gateway requirements updated to include policies and procedures.	16/10/2025